



# YOUTH JOB CORPS PROGRAM

## PLAIN FACTS FOR YJC APPLICANTS

<b>What is Youth Job Corps?</b>	<p>The <b>Youth Job Corps (YJC)</b> program is designed for youth 14-21 who are interested in career exploration and summer employment. The jobs created through the YJC provide needed community services during the summer months with work sites scattered throughout the City. Qualified candidates for this program will have the opportunity to work in a variety of industries.</p>
<b>Am I eligible to work for YJC?</b>	<p><b>Youth Job Corps (YJC) eligibility rule:</b> to be eligible to work through the YJC program, an applicant must 1) be a resident of Saint Paul <b>and</b> 2) be eligible to work in the United States <b>and</b> 3) be no younger than 14 and no older than 21 before the start date of employment <b>and</b> 4) have a household income at or below 80% of the metropolitan median income.</p> <p>Unsure of your eligibility for YJC? Submit an application. <b><i>Eligible applicants will receive an invitation to attend a Work Readiness Orientation.</i></b>  <b>Please read the letter carefully!</b></p>
<b>What is Work Readiness Orientation?</b>  <b>What should I bring to orientation?</b>	<p><b>Please read your orientation letter carefully!</b> All YJC applicants who are eligible for the YJC program are required to attend Work Readiness Orientation. Orientation will include City of Saint Paul policies and procedures, payroll packets, financial literacy, resume building, interview skills and more.</p> <p>Your invitation letter to the Work Readiness Orientation will detail all of the items that you are required to bring to orientation. <b>Please read it carefully!</b> You may be asked to bring proof of your family's household income, documentation of a disability, or verification of your eligibility to work in the United States. All applicants will be required to bring acceptable I-9 Documents. This includes a valid social security card and photo ID. If you do forget to bring the requested materials or you do not attend your scheduled orientation <i>you will be ineligible to work through the YJC program.</i>  <b>Please read your orientation letter carefully!</b></p>
<b>How many hours can I work? What are the wages? How am I paid?</b>	<p>YJC workers may work up to 15 hours per week. All positions for youth ages 14-18 are paid at \$7.25 per hour. Youth ages 19-21 are paid at \$7.50 per hour. You will be paid on a bi-weekly basis. Direct deposit or Accelapay card are encouraged, otherwise checks can be picked up from your supervisor.</p>
<b>How can I apply for YJC?</b>	<p>The YJC application is available online at <a href="http://www.stpaul.gov/jobs">www.stpaul.gov/jobs</a> in <b>March</b> of each year. If you would like to be notified of the YJC application enrollment dates, please sign up for email updates online at <a href="http://www.stpaul.gov/yjc">www.stpaul.gov/yjc</a></p>

VISIT OUR WEBSITE FOR MORE INFORMATION

[www.stpaul.gov/yjc](http://www.stpaul.gov/yjc)



<b>How long will my employment last?</b> <b>What if I have summer school?</b>	<p>Most jobs begin June 18, 2012 and end August 24, 2012.</p> <p>Attending summer school does not disqualify you from working. Opportunities may be available to you until after summer school has ended.</p>
<b>Where will I work?</b> <b>Will I work close to home?</b>	<p>Depending on your interests and what jobs are available, we will make every effort to place you in a job that best meets your interests. Jobs range from recreation assistants to landscaping to data entry.</p> <p>We will make every effort to place you in a job that is close to your home. If a job opportunity is not readily available near your home you may be asked to fill a job vacancy outside of your neighborhood.</p>
<b>Can I be fired from my job?</b>	<p>You can be released from your work assignment. It is an expectation that you will come to work on time and on schedule everyday and be prepared to learn and work. It is an expectation that you will be productive at work and will work well with others.</p>
<b>I submitted an application for YJC but I have not received anything.</b>	<p>Applicants should expect can expect an orientation letter regarding the status of their application in 2 to 3 weeks after the date it is submitted. Orientation letters will be mailed to you at the address you entered on your application. Ineligible applicants should expect to receive an email notice.</p>
<b>I applied for YJC and received an ineligible notice</b>	<p>If you're application was incomplete or was not completed correctly you would be ineligible for YJC. Eligible applicants are required to be residents of Saint Paul between the ages of 14 and 21.</p> <p><b>Be sure to read the application carefully! Be sure that the information is correct before you submit it!</b></p>
<b>I attended orientation. Did I get the job?</b>	<p>Applicants who attend orientation will receive a letter regarding their work assignment by Memorial Day. Interview letters contain their supervisor's name and phone number. It is the applicant's responsibility to call their supervisor within one week of receiving their letter and scheduling an interview. Youth who do not call to schedule an interview will not receive a work opportunity.</p>
<b>I received a waiting list post card.</b>	<p>We receive hundreds of applications for YJC. Jobs are filled on a first come – first served basis. <b>Please remember that applying for Youth Job Corps does not guarantee you employment.</b></p>
<b>What does median average income mean?</b>	<p>The Metro Areas throughout the United States are based on designations of the federal government as prepared by the Office of Management and Budget from the most recent census. A metropolitan area is a city with a population of 50,000 or more.</p> <p>The median income divides the income distribution range in half, one with residents having incomes above the median, and the other with residents having incomes below the median. Median family income and median household income are based on the distribution of the total number of families, including those with no income.</p>

## YOUTH JOB CORPS

Phone: 651-266-6363

Fax: 651-292-7311

[trenton.henspeter@stpaul.gov](mailto:trenton.henspeter@stpaul.gov)